

April 4, 2019

## **NOTICE OF ADMINISTRATIVE VACANCY 2019-2020 SCHOOL YEAR**

The following position for the 2019-2020 school year is posted for individuals who are licensed and qualified as indicated and wish to be considered. **Application information** should be filed with the **Superintendent's Office** at the Board of Education offices, 3757 Upper Bellbrook Rd, Bellbrook OH 45305. Deadline to receive application materials is **12:00 Noon, Wednesday, April 24, 2019.**

**Job Title:**                   **Assistant Building Principal** (Bellbrook Middle School)

**Qualifications:**       The Assistant Principal serves as one the educational leaders of the school. The philosophy and actions of the assistant principal, as an instructional leader, shall consistently demonstrate that the most important and guiding priority is successfully meeting the academic, social, emotional, and safety needs of every student.

Additionally, he/she must be of high integrity, possess collaborative problem-solving skills, be an active listener, encourages innovative instructional practices, and experience with implementation and follow-through of district initiatives.

Successful experience as a recent middle or high school assistant principal or principal is preferred.

- ❖ 220-day employment contract
- ❖ Board approved Administrators' Salary schedule
- ❖ See job description for a complete listing of all required dispositions and responsibilities

**Interested individuals may apply on the Dayton Area School Consortium @**  
[www.applitrack.com/dayton/onlineapp/](http://www.applitrack.com/dayton/onlineapp/)

or

**All applicants shall be required to submit the following materials  
to be considered for an interview:**

1. Letter of interest
2. Licensed Staff Application     (download from [www.sugarcreek.k12.oh.us](http://www.sugarcreek.k12.oh.us) )
3. Current resume
4. Copies of transcripts, teaching/administrative license(s)
5. Three (3) letters of recommendation

**No faxed or email applications / materials accepted**

